

GETTING READY FOR THE 2014 PSO SURVEY

Webinar Training
Spring 2014

WHAT IS THE PSO SURVEY AND WHY IS MY PEA REQUIRED TO PARTICIPATE?



IDEA Purpose

To ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and *prepare them for further education, employment,* and independent living.

IDEA Regulations 34 CFR §300.1(a)

Post School Outcomes

Indicator 14

Percent of youth who were no longer in secondary school, had IEPs in effect at the time they left school, and were:

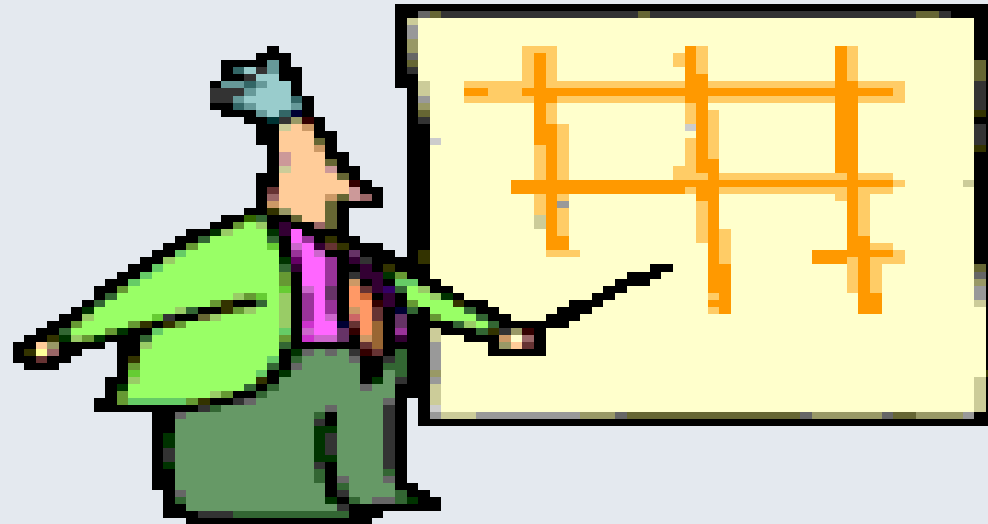
A. enrolled in higher education;

B. enrolled in higher education or competitively employed; or

C. enrolled in higher education or in some other postsecondary education or training or competitively employed or in some other employment

within one year of leaving high school.

Summary of 2013 Outcomes in Arizona

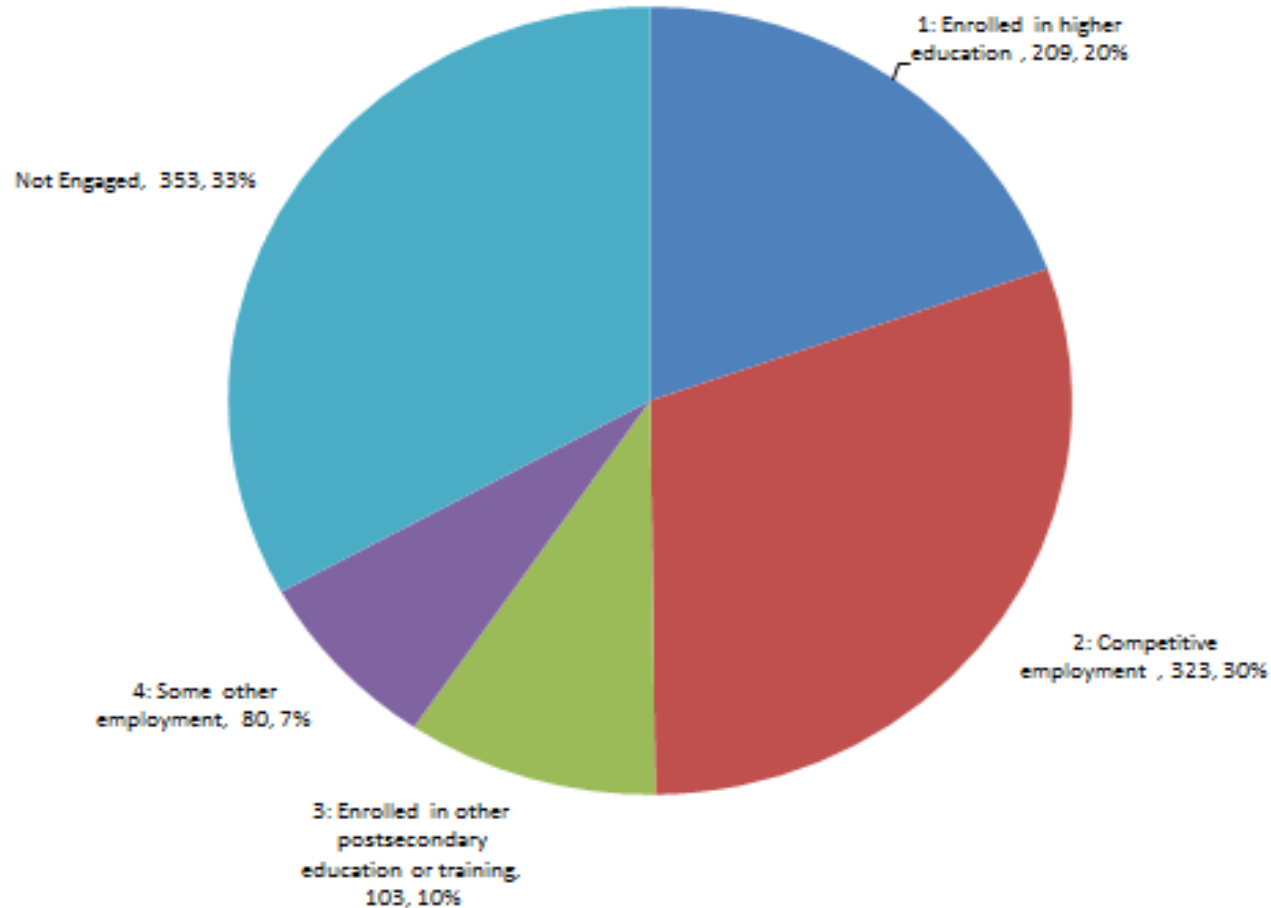


Response Rate and Representativeness

Arizona 2011–2012 Exiters

Eligible for survey	1,467		
Respondents	1068		
Response Rate	73%		
	Represented	Under-represented	Over-represented
Gender	✓		
Ethnicity	✓		
Exit Reason (Dropout)		✓	
Categories of Disability:	Represented	Under-represented	Over-represented
LD	✓		
ED	✓		
MR	✓		
All Others	✓		

Summary of Arizona's Engagement 2011-2012 SY Exiters



The Three “R’s” of the PSO

- Response Rate
- Representativeness
- Results

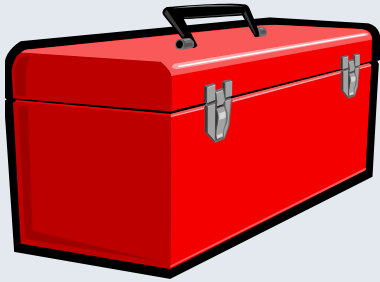


TIPS FOR A GOOD RESPONSE RATE AND REPRESENTATIVE GROUP

One Year Prior to PSO Survey Participation:



- Inform students and families of upcoming PSO Survey.
- Collect contact information for all students with an IEP who exit during that year (graduate, drop out, age out).
- Remind staff of upcoming participation and determine who will administer the survey.



Tools to Announce PSO Survey to Students and Families

- [AZ PSO Flyer](#)
- [Everyone Counts, Everyone In Fact Sheet](#)
- [You Tube Video](#)



School Contact Information can be Inserted



We want to hear from you!

We want to know...

- What will you be doing in one year?
- Will you be going to college or another school?
- Will you be working?

Please Respond

Most recently, someone from your school will contact you and ask you to take a few school exit survey questions. That's the school's job. We need a few questions answered by you for the future of your school.

It's quick, easy, and important!

You tell us!


It's quick
10-15 minutes is all it will take to answer a few "What" or "How" or multiple choice questions about if you are going to school or working.

It's easy
If private, we will share your name.
If voluntary, you are not required to answer.

It's important
The information you provide will help other students like you. Your school will use your answers to learn what works and how to improve your school.

Watch for it
Next summer or year after you leave high school, someone will contact you about taking the survey. We want to hear from you!

Contact Information





Everyone Counts, Everyone In: Arizona Post School Outcomes Fact Sheet

What is the Post School Outcomes Survey?

Indicator 14 of the Annual Performance Report (APR) requires that public schools must collect, and the Arizona Department of Education (ADE) must report, the percentage of all students who had an IEP and are no longer in high school (including students with disabilities who drop out, graduate, and age out) and who are enrolled in college or training programs; or are employed either competitively or noncompetitively.

Why is this collection required?

- Federal and public reporting
- District and charter school improvement
- Successful transition to adulthood for all children with special needs

Who collects these data?

ADE must ensure that data are collected from designated public education agencies (PEAs) each year. All designated school districts or charters are responsible for their data collection procedures, including staff assigned.

What is "Everyone Counts, Everyone In?"

Beginning in the summer of 2015, each PEA that serves transition-aged students with disabilities will be required to participate in the PSO Survey every year – not just once a monitoring cycle. This represents a significant change to the sampling method that has been used by Arizona since PSO reporting was mandated by OSEP. "Everyone Counts, Everyone In," means that PEAs will generate post school outcome data annually, allowing for better results-driven analysis and improvement to secondary transition programs.

Who gets interviewed?

All schools serving students ages 16 and over collect contact information from students who drop out, graduate, or age out during the year before participating in the PSO Survey. The names of students to be surveyed, contact information (if inputted by the PEA in the PSO application), demographic information, and the online survey to be conducted are available on the secure ADE common logon site. It is expected that the PSO Survey will be administered to all students from the PEA who are identified as being eligible for the PSO Survey.

When are the data collected?

Effective in the summer of 2015, the data are collected by administering the PSO Survey between June 1 and September 30 the year following students' leaving school.

What performance level is required to meet compliance?

- Along with input from stakeholders, ADE/ESS sets targets based on baseline performance.
- Targets must be measurable and rigorous.
- PEAs are expected to meet State target goals.

Resources Available:

The Arizona Post School Outcomes Survey protocol, a FAQ document, training materials, and other resources are available at: <http://www.azed.gov/special-education/special-projects/secondary-transition/post-school-outcomes-survey/>.

Contact Information:

Lorrie Sheehy, PSOInbox@azed.gov (520)628-6351

PSO Survey Tools for Schools

Conducting the PSO Survey in the Summer of 2014

- [List of PEAs](#) required to conduct the PSO Survey this year. (Summer 2014)
- [Arizona's One-Page Summary of PSO](#)
- [Reaching Hard-to-Find Youth](#)



Contacting Hard-to-Find Youth: Strategies for the Post-School Survey



NATIONAL
POST-SCHOOL
OUTCOMES
CENTER

Yearly, approximately 100,000 former students who had an individual education plan (IEP) when they left high school are contacted to participate in a post-school survey. Efforts are made to contact youth who represent a variety of disabilities, as well as, minority youth and those who left high school with a diploma or dropped out of high school. Nevertheless, there are groups of youth who are difficult to contact and who are routinely underrepresented in the post-school survey data (e.g., those students who leave school early). To learn strategies for contacting youth who are hard-to-find, the National Post-School Outcomes Center conducted six focus groups with young adults and their family members in four states. This document summarizes the strategies recommended by youth and their families. Strategies are organized by five common themes.

Visit the ADE/ESS PSO Webpage

<http://tinyurl.com/2014PSO>

Getting Ready to Participate in the 2014 PSO Survey

- [PSO List of PEAs required to Conduct the PSO Survey this year– Summer 2014](#)
- [Arizona's One Page Summary of PSO Survey](#)
- [PSO Sample Contact Form](#)
- [Contacting Hard-to-Find Youth: Strategies for the Post-School Survey - Tips from the National Post-School Outcomes Center](#)

["Be a Superstar – Take the Survey" – YouTube Video](#)

Participating in the 2014 PSO Survey

- [Essentials for Participation in the 2014 PSO Survey - Coming Soon!](#)
- [Screen Shots of the PSO Survey Application - New!](#)
- [Arizona's One Page Summary of PSO Survey](#)
- [Arizona's PSO Survey Protocol](#)
- [Arizona's PSO Glossary of Terms](#)
- [Contacting Hard-to-Find Youth: Strategies for the Post-School Survey - Tips from the National Post-School Outcomes Center](#)

PSO Survey Tools for Schools

Conducting the PSO Survey in the Summer of 2015 and Beyond

- Everyone Counts, Everyone In – [Fact Sheet](#)
- PSO [Announcement Flyer](#) for Students and Families
- [Sample Contact Form Directions](#)
- [Sample letter and contact forms](#)
- [Reaching Hard-to-Find Youth](#)





Directions to School Personnel for STUDENT CONTACT INFORMATION Form

- Exiting students include those who have graduated with a regular diploma, left school early (i.e., dropped out, expelled, status unknown), or aged out of school. The following information will be necessary for contacting an exiting student and/or family member to administer the Post School Outcomes Survey:
 - Student name
 - SAIS ID (populated by school personnel)
 - School name
 - Family member name, home & cell phone numbers, email & home addresses
 - Alternate contact name, relationship to student, home & cell phone numbers, email & home addresses
 - Student home & cell phone numbers, email and home addresses

Sample STUDENT CONTACT INFORMATION Forms have been provided at <http://www.azed.gov/special-education/special-projects/secondary-transition/post-school-outcomes-survey/>. Two versions are available: one designed for completion in hard copy, with pen or pencil; and one designed for completion by computer, with fillable fields.

- Contact information is typically found in the student's file or may be obtained by asking the student and/or family member prior to the student's exit from school. This information may be maintained in hard copy or can be entered directly into the PSO Survey web-based application, available through the ADE Common Logon: <https://www.ade.az.gov/CommonLogon/logon.aspx>. It is not necessary to collect any additional demographic data and/or exit reason, as this data will be extracted from SAIS based on data uploaded by your public education agency (PEA) and auto-populated into the PSO Survey web-based application. Please send questions to the PSOInbox@azed.gov.
- Tips to obtain contact information from the student:
 - Make sure students are aware of the PSO Survey – show the Youtube video: "[Be a Superstar – Take the Survey](#)"
 - Use opportunities to talk about the PSO Survey throughout the year and throughout high school, such as:
 - At every IEP meeting (at least annually)
 - In conjunction with completion of the Summary of Performance
 - When sending home report cards or updates on progress toward meeting annual goals
 - By asking former students who participated in the Survey to talk with students

Fillable Student Contact Form



STUDENT CONTACT FORM

Your voice and experiences are important. We want to make sure we know how to contact you to take the Arizona Post School Outcomes Survey a year after you leave high school. Please think of the people who are most likely to know how to reach you and provide us with their contact information. Help us find you!

(You can tab through the different areas to fill-in the appropriate areas)

School Name (please provide the name of the school you attend):

Student Name:

SAIS ID #: (to be completed by the school)

Home phone:

Cell phone:

E-mail address:

Current address (include city, state, zip):

Family Member Name(s):

Home phone:

Cell phone:

E-mail address:

Current address (include city, state, zip):

Alternate Contact Name:

Friend ☐ Relative ☐ Other ☐

Home phone:

Cell phone:

E-mail address:

Hard Copy Version

PAPER & PENCIL FORM



STUDENT CONTACT FORM

Your voice and experiences are important. We want to make sure we know how to contact you to take the Arizona Post School Outcomes Survey a year after you leave high school. Please think of the people who are most likely to know how to reach you and provide us with their contact information. Help us find you!

School Name (please provide the name of the school you attend): _____

Student Name: _____ **SAIS ID #:** _____ (to be completed by the school)

Home phone: _____ **Cell phone:** _____

E-mail address: _____

Current address (include city, state, zip): _____

Family Member Name(s): _____

Home phone: _____ **Cell phone:** _____

E-mail address: _____

Current address (include city, state, zip): _____

Alternate Contact Name: _____

Friend ☐ Relative ☐ Other ☐

Home phone: _____ **Cell phone:** _____

E-mail address: _____

Current address (include city, state, zip): _____



Date

Dear *(insert name of student or parent or guardian)*,

The *(insert school/district name)* needs your help! We want to learn how we can make high school transition services better in *(insert school/district name)* from the perspective of former students. In the next few weeks, you will receive a phone call asking you to take part in the Post School Outcomes Survey. The survey asks questions about what you have been doing since you left high school. We will ask questions like: Since leaving high school, have you worked or gone to school? About how many hours each week do you work? If you enrolled in school, did you complete one term? Answering the questions should take about ten to fifteen minutes.

By answering these questions, you help students like yourself who are still in high school. Teachers will use your answers to learn what they can do to help other youth get jobs and go to school after high school. To take part in the phone survey, someone will contact you at the phone number listed on your school records. To make sure you have a chance to answer the questions, please tell *(insert school/district name)* if you change your phone number or move to a new address. We want to hear from you – what you tell us is important.

Your answers will be kept private. No one will share your name or answers with anyone else. For more information, see the Arizona Department of Education's PSO website, <http://tinyurl.com/2014PSO>, or contact *(insert contact name)* at *(insert contact e-mail address)* or via telephone at *(insert contact phone number)*.

Sincerely,

(insert name and title)

Everyone Counts, Everyone In for Summer 2015 PSO

- Request ADE Common Logon permissions, as needed.
- Review Indicator 14 requirements, measurement, and [definitions](#).
- Become familiar with the [PSO Survey questions](#)
- Review exited student list generated by SAIS in PSO Survey application.
- Train staff to administer the survey and participate in “*Essentials for Participation in the PSO Survey*” webinar offered spring 2015.

Essential PSO Survey Terms

- Accurate understanding of federal definitions used in the PSO Survey is critical for data collection and analysis.

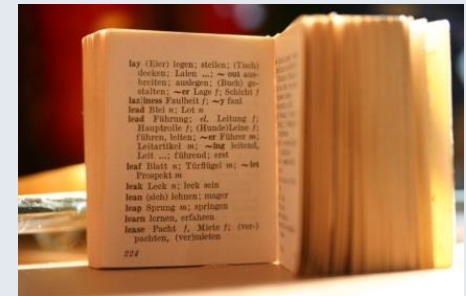
- PSO Definitions and Resources

- Review [PSO Glossary of Terms](#)

- Practice Scenarios

- For Example:

- Works at Best Buy full time and took a business class at the community college
 - In the military



PSO Glossary of Terms

Arizona

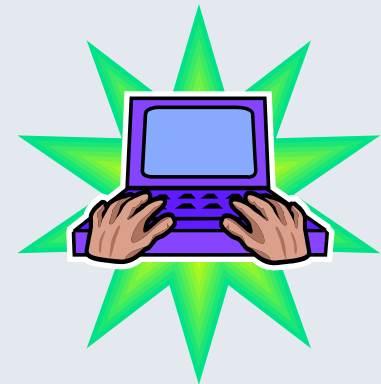
Post School Outcomes (PSO) Survey / Indicator 14 Glossary of Terms

This glossary defines key terminology relative the Post School Outcomes Survey (Indicator 14).

Term	Explanation
Annual Performance Report (APR)	This report is submitted annually by States to the Office of Special Education Programs (OSEP) for the purpose of reporting to the public and to the Secretary of Education on the performance of each of its public educational agencies (PEAs) according to the targets in its State Performance Plan (SPP). The State reports on twenty Part B Indicators.
Competitive Employment	As used in Indicator 14, this term refers to youth who have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.
Dropout Rate	Arizona uses the National Center for Education Statistics' (NCES) definition, which defines a dropout as an individual who: 1) was enrolled in school at some time during the previous school year; and 2) was not enrolled at the beginning of the current school year; and 3) has not graduated from high school or completed a state or district-approved educational program; and 4) does not meet any of the following: a) transferred to another public education agency, private school, or state or district-approved educational program (including correctional or health facility programs); b) temporary absence due to suspension or school-excused illness; or c) death. Rates are calculated for grades 9 through 12.
Engagement Rate	This term refers to the percent of youth who responded to the State's data collection method for the PSO (i.e., survey or interview). The engagement rate for Indicator 14 is calculated using the following formula: $\frac{\text{Higher Education} + \text{Competitively Employed} + \text{Other Postsecondary Education} + \text{Some Other Employment}}{\text{Total number of respondents to the survey or interview}}$
Graduation Rate	Arizona uses a four-year cohort. Any student who receives a traditional high school diploma within the first four years of starting high school is considered a four-year graduate. The graduation rate is calculated by dividing the sum of all four-year graduates in a cohort by the sum of those who could have graduated and did not transfer to another qualified educational facility or die.

ADE Common Logon PSO Survey Application Permission

- Multiple personnel can enter PSO data into the PSO Survey online application. The *PSO Survey Application* must be added to the staff person's ADE Common Logon access.
- To request that additional users be added to the ADE Common Logon (for the PSO Survey only), contact Sophia Estrella via e-mail at sophia.estrella@azed.gov or by phone at (602) 542-9412.





How to View the Student List in the PSO Application Prior to July 2014

ADE Common Logon Access

<http://www.azed.gov/>

The screenshot shows the Arizona Department of Education (ADE) website. At the top left is the ADE logo with the text "Arizona Department of Education". To the right of the logo are font size controls "Font+ | Font-" and the "AZ.GOV" logo with the tagline "Arizona's Official Web Site". Below the logo is a search bar with a "SEARCH" button, which is highlighted by a red arrow. A navigation menu below the search bar includes links for "HOME", "FIND A SCHOOL", "ALL PROGRAMS", "STAFF DIRECTORY", "CONTACT US", "FAQ", and "COMMON LOGON". Below the navigation menu is a large banner image of smiling graduates in caps and gowns. The word "STUDENTS" is overlaid on the banner in large white letters, and a "Click Here" button is to its right. At the bottom of the page is a footer with a "DEPARTMENT MENU" button, several icons representing different educational levels or subjects, and an "UPCOMING EVENTS" button. A URL "http://www.azed.gov/stu" is partially visible in the bottom right corner.

ADE Common Logon Page



The gateway to secure data transactions and information

Username:

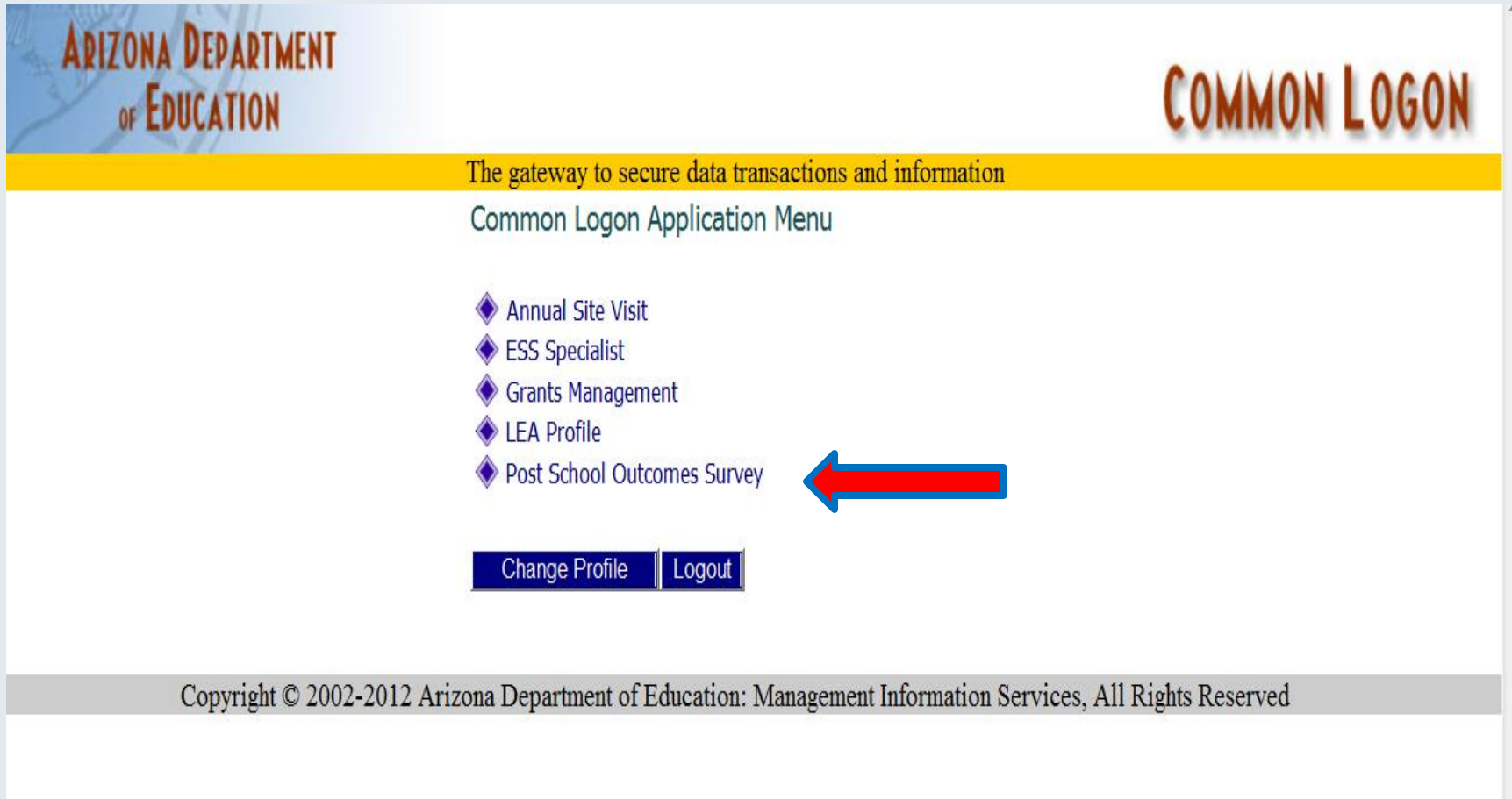
Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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Look for the PSO Survey on the Common Logon Application Menu



The screenshot displays the 'COMMON LOGON' interface for the Arizona Department of Education. At the top left is the department's logo, and at the top right is the title 'COMMON LOGON'. A yellow banner below the header contains the text 'The gateway to secure data transactions and information'. The main content area is titled 'Common Logon Application Menu' and lists five menu items, each preceded by a blue diamond icon: 'Annual Site Visit', 'ESS Specialist', 'Grants Management', 'LEA Profile', and 'Post School Outcomes Survey'. A large red arrow with a blue outline points to the 'Post School Outcomes Survey' item. At the bottom of the menu are two buttons: 'Change Profile' and 'Logout'. A grey footer bar at the very bottom contains the copyright notice: 'Copyright © 2002-2012 Arizona Department of Education: Management Information Services, All Rights Reserved'.

ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ Annual Site Visit
- ◆ ESS Specialist
- ◆ Grants Management
- ◆ LEA Profile
- ◆ Post School Outcomes Survey

Change Profile Logout

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A Peek at the PSO Survey Application: Pre- and Post-data Collection Periods

- See screenshot handouts

Contact Information

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